

PALO ALTO COUNTY SEEKS QUALIFIED APPLICANTS FOR COUNTY EMERGENCY MANAGEMENT COORDINATOR

Applicant must be detail oriented with the ability to organize, prioritize, and multi-task; capable of working in emergency environments and adapt to constant change; proficient in Windows based applications and other software programs, data entry, and operating office equipment; possess strong oral and written communication skills.

Minimum Education and Experience Required to Performing Essential Functions:
(Per Iowa Code 605 Chapter 7)

- Bachelor's degree or equivalent and two years of experience in emergency management, public or business administration, public relations, military preparedness or related work; OR
- Have an equivalent combination of experience and education, substituting 30 semester hours of graduate study for each year of the required work experience to a maximum of two (2) years; OR
- Have an equivalent combination of experience and education, substituting one (1) year of experience in the aforementioned areas for each year of college to a maximum of four (4) years; OR
- Be an employee with current continuous experience in the state classified service that includes the equivalent of 36 months of full-time experience as a local emergency management assistant
- The person must comply with the education requirements set In Iowa Administrative Code 605 Chapter 7.

This is a full-time position with a competitive salary and excellent benefit package.

Application forms and job descriptions are available at:

<https://paloaltocounty.iowa.gov/county-information/careers/>
[or
requested by email to paema7460@gmail.com](mailto:paema7460@gmail.com)

A completed application, along with a resume and a cover letter, must be returned to the Palo Alto County Emergency Management Agency 1907 11th St Emmetsburg IA 50536 by 4:00 p.m., Friday, February 24th, 2023.

(Emailed documents will not be accepted.)

PALO ALTO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER